

**BOARD OF REGISTERED NURSING**

P O Box 944210, Sacramento, CA 94244-2100
TDD (916) 322-1700
Telephone (916) 322-3350
www.rn.ca.gov



Ruth Ann Terry, MPH, RN
Executive Officer

Translation of International Academic Credentials

For the Board to fairly evaluate compliance with California requirements, any applicant with non-English, non-U.S. academic credentials must provide both 1) original, certified transcripts and 2) certified translations of those original transcripts and academic documents. **Original language transcripts must be forwarded directly from the school of nursing and sent directly to the Board (photocopies are not accepted).** When requesting official transcripts and academic documents, an applicant whose education was completed at an institution in a bilingual country where English is one of the official languages, may be able to avoid the necessity of arranging for a translation by asking the school to generate an English language version of the transcript. Please note that in this instance, the original language transcript must accompany the English translation and be forwarded directly to the Board.

Applicants must have their transcripts translated by an independent, professional translator who is not related to the applicant. Each translator must provide an original declaration with each translation attesting to his/her fluency in the particular language and certifying under penalty of perjury that the translation is complete and accurate to the best of the translator's ability and knowledge. (See attached form.) The Board refers applicants with non-English academic credentials to one of the following sources for translation:

- 1. Translator accredited by the American Translators Association (ATA):** The ATA accredits individual translators by examination. Although accreditation is available only to individuals, ATA membership includes not only individuals but also companies that employ accredited translators. An accredited translator must sign the translation and declaration in the presence of a Notary Public, unless the translation is a service provided by a known translation agency which affixes the document with its own official seal. ATA membership includes accredited translators residing in the US, Canada, Mexico, and overseas. Although the ATA does not make referrals, a listing of accredited translators and member companies is available through its web site at www.atanet.org. The ATA may be reached by phone at 703-683-6100 or by e-mail at ata@net.org.
- 2. Certified or registered court interpreter:** Some state court systems offer examinations for certification or registration of court interpreters. In California, the Judicial Council is charged with these functions. Information on court interpreters is available through the Judicial Council at 415-865-7530. General information is available via its web site, www.courtinfo.ca.gov. The Judicial Council has contracted with Cooperative Personnel Services (CPS) for examination and certification of Certified Administrative Hearing and Medical Interpreters. A master list of these interpreters is available at the CPS web site, www.cps.ca.gov, or telephone at 916-263-3600. The court interpreter must sign the translation and declaration in the presence of a Notary Public. Applicants residing outside California but within the United States may call the National Center for State Courts at 757-259-1517 for information on certification and registration of interpreters in other states.

Applicants who present documents in a language for which accredited translators or certified/registered court interpreters are not readily available may require special assistance. The usual next step is to inquire at the nearest consulate representing the nation in which the documents originated.